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ENGINEERING AND CONSTRUCTION BULLETIN

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Subject: Standard Form 330, Architect-Engineer Qualifications, Part II

Applicability: Information

1. Reference ECB 2003-21 (Rev.1), 15 January 2004, subject: Standard Form 330, Architect-Engineer Qualifications.
2. Referenced ECB describes the new SF 330 for architect-engineer qualifications, which was effective 8 June 2004. SF 330 Part II, General Qualifications, replaces the SF 254. A-E firms can now electronically submit their SF 330 Part II to the On-Line Representations and Certifications Application (ORCA), which is part of the Federal-wide Business Partner Network (BPN; <http://www.bpn.gov/>). A-E firms click on "Vendor" to submit their information. The SF 330 Part II is Question 26 in ORCA; the preceding questions must also be answered. Firms must first have a DUNS number and be registered in the Central Contractor Registration (<http://www.ccr.gov/>). Part II is prepared on a branch office basis, which aligns with the assignment of DUNS numbers. Submission of the SF 330 Part II to ORCA is *voluntary*.
3. A-E firms will no longer submit a SF 254 or the new SF 330 Part II to the Architect-Engineer Contract Administration Support System (ACASS). Hence, USACE districts and centers should instruct A-E firms to submit Parts II with Part I when responding to a FedBizOpps announcement. Alternatively, if a firm has a Part II on file in ORCA, it can be downloaded in Acrobat PDF format using the firm's DUNS number (click on "Public" under ORCA).
4. ACASS will be modernized in FY05 to access the SF 330 Part II data from ORCA. Until then, there will be a limited transmission of SF 330 Part II data (only blocks 1-8) from ORCA to ACASS. Hence, some of the ACASS functions will be limited. In particular, the qualified A-E firm search will not be available. Also, the consolidated report on individual firms (performance evaluations, DoD contract awards and qualifications) may either have outdated or incomplete qualification information. Hence, rely on the SF 330 Parts II submitted directly by firms for their general qualifications.
5. The point of contact for this bulletin is Donald Evick, P.E., CECW-CE-D, 202-761-4736.

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